



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
2511 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3926

IMAH-HRD-C

JUL 27 2006

MEMORANDUM FOR ALL US Army Installation Management Agency Personnel

SUBJECT: US Army Installation Management Agency (IMA) Policy Memorandum #29, Overseas Allowances and Waiver Authorities: Living Quarters Allowance (LQA), Foreign Transfer Allowance (FTA), Temporary Quarters Subsistence Allowance (TQSA), and Separate Maintenance Allowance (SMA).

1. REFERENCES.

- a. Department of State Standardized Regulation (DSSR).
- b. DoD 1400.25-M, subchapter 1250, Overseas Allowances and Differentials, December 1996.
- c. Memorandum, SAMR-CP, March 20, 2000, subject: Delegation of Authority to Approve Certain Foreign Allowances.
- d. AR 215-3, Chapter 3-26, Nonappropriated Funds Personnel Policy, 29 August 2003.

2. PURPOSE. To supplement Department of Defense and Department of the Army policy to redelegate approval authority, and to provide IMA processing procedures for the payment of various overseas allowances.

3. APPLICABILITY. This policy applies to all appropriated and nonappropriated fund US citizen civilian employees assigned to IMA serving in foreign areas, who were recruited by the employing agency in the US, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, and the possessions of the US, and also to certain other employees recruited outside the US. This memorandum supersedes IMA policy memorandum #29, July 30, 2004.

4. POLICY. LQA, FTA, TQSA, and SMA may be granted in accordance with the guidance provided in references 1a through 1d, above. The Administrative Assistant to the Secretary of Army has retained approval authority for: (1) Waiver of Living Quarters Allowance; (2) Extending 10-day limit on Foreign Transfer Allowance; and, (3) Separate Maintenance Allowance. Region Directors and Garrison Commanders/Garrison Managers are delegated the authority to approve the simultaneous payment of LQA and TQSA. These authorities may not be further delegated.

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a. These allowances are not automatic salary supplements nor are they entitlements. They are specifically intended to be recruitment incentives to encourage US citizen civilian employees living in the US to accept Federal employment in a foreign area. If an applicant is already living in the foreign area, that inducement is normally unnecessary.

b. Individuals shall not automatically be granted these allowances simply because they meet eligibility requirements.

5. PROCEDURES.

a. Region Directors (RD), will:

(1) Institute procedures to periodically review and revalidate hard to fill position designations.

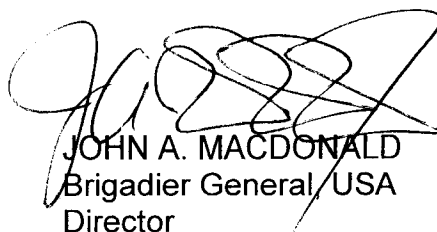
(2) Review all request for waiver of LQA, extending 10-day limit on FTA and the grant of SMA and forward those containing acceptable reasons for exception to the Director, IMA.

c. Garrison Commanders (GC), will:

(1) Review and forward requests for waiver of LQA, extending 10-day limit on FTA and the grant of SMA to the Region Director, ensuring the requests contain valid justifications.

(2) Send the IMA Region Director requests to designate positions as hard-to-fill. Request must include detailed documentation that shows the efforts made to fill the position and the results of those efforts, during the 3 months before requesting, that the position be designated as hard-to-fill. If the position is newly created or has no current recruitment record, the requester must indicate, and documentation from similar positions in similar locations will be used to evaluate the position.

6. PROPONENT: The Human Resources Division is the proponent for this IMA Policy. POC is the Chief, Staffing Section, at commercial (703) 602-3320, DSN 332-3320.


JOHN A. MACDONALD
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Director